

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 36-2002

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20 October 2011*

Personnel

**REGULAR AIR FORCE AND SPECIAL
CATEGORY ACCESSIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*. It tells how to enlist qualified individuals into the Regular Air Force (RegAF) and the Delayed Entry Program (DEP) and how to: access Air Reserve Component (ARC) members onto specified Extended Active Duty (EAD) tours; access ARC members who apply for RegAF enlistment while on EAD; and reenlist officers with a statutory entitlement. Reenlist airmen removed from Temporary Disability Retired List (TDRL). It provides procedures for the Initial Enlistment Bonus (IEB) program. This publication applies to ARC units and members. This Air Force Instruction (AFI) also applies to Air National Guard (ANG) with exception of **Chapter 1**, **Chapter 4**, and **Chapter 5**. Refer questions or suggested changes to Headquarters Air Force Personnel Center (HQ AFPC), Directorate of Personnel Program Management (DPP), Special Actions Section (DPPAES), 550 C Street West Suite 10, Randolph AFB TX 78150-4712. Refer to **Attachment 1** for Glossary of References and Supporting Information.

This instruction does not supplement or supersede the personnel management policies or procedures in other Air Force publications. When guidance in a publication issued by a higher-level unit conflicts with one issued by a field unit, the higher-level publication takes precedence. This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, United States Code (USC), Chapter 31, Sections 504, 505, 508, 513, 1163, 8258, 8914, 12102, and 12310. System of Records Notice F035 AF MP H, *Air Force Enlistment/Commissioning Records System*, applies. Reference AFI 37-132, paragraph 6.1, *Air Force Privacy Act Program*. Process supplements that affect any military personnel function as

shown in AFI 37-160, volume 1, *The Air Force Publications and Forms Management Programs-Developing and Processing Publications*, and HQ AFPC/DPPAES must coordinate. The reporting requirements in this directive are exempt from licensing IAW paragraphs 2.11.5 and 2.11.10 of AFI 37-124, *The Information Collections and Reports (ICR) Management Program*.

SUMMARY OF CHANGES

This change implements policy on the repeal of Title 10, USC 654. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, Publications and Forms Management. A margin bar (|) indicates revised material since the last edition.

Chapter 1—ENLISTMENT IN THE REGULAR AIR FORCE (REGAF)	5
Section 1A—Enlistment Authority	5
1.1. RegAF Enlistment Authority.	5
1.2. Enlistment Waiver Authority.	5
1.3. Enlistment Eligibility Determination Authority.	5
Section 1B—Minimum Eligibility Standards	6
1.4. Enlisted Program Requirements.	6
1.5. Enlistment Date of Rank and Grade.	7
Section 1C—Acceptability for Enlistment	7
1.6. Accessing Offices:	7
Chapter 2—VOLUNTARY AND INVOLUNTARY EXTENDED ACTIVE DUTY (EAD) FOR AIR RESERVE COMPONENT (ARC) AIRMEN	8
Section 2A—EAD Programs	8
2.1. ARC Processing Procedures.	8
Section 2B—Voluntary Airman EAD Recall Programs	8
2.2. Voluntary Retired Airman EAD Recall Program.	8
2.3. Basic Military Training Instructor (MTI) Program.	9
2.4. Mobilization Processing Instructions.	10
2.5. Other Announced EAD Programs:	10
Section 2C—Involuntary EAD Programs	11
2.6. Disenrolled Air Force Academy (AFA) or Air Force Reserve Officer Training Corps (AFROTC) Cadets.	11

Chapter 3—SPECIAL CATEGORY ENLISTMENTS	13
3.1. Accession Procedures for Individuals Authorized to Enlist.	13
3.2. Administrative Guidance.	13
3.3. Airmen Removed from Temporary Disability Retired List (TDRL) Eligible for Enlistment:	13
3.4. Reserve (Non-Regular) Air Force Officer with Statutory Enlistment Entitlement.	15
3.5. Retirement Eligible Officers.	16
3.6. ARC Members on Voluntary or Involuntary EAD Including Mobilized Personnel:	16
Chapter 4—INITIAL ENLISTMENT BONUS (IEB)	19
4.1. IEB Incentive Program.	19
4.2. Implementing and Monitoring Responsibilities:	19
4.3. Eligibility.	19
4.4. IEB Payment.	19
4.5. Termination or Recoupment of Bonus.	20
Chapter 5—REGULAR AIR FORCE ENLISTMENT DOCUMENTS	21
5.1. Preparation of Documents.	21
5.2. Department of Defense Forms.	21
5.3. Air Force Forms:	22
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	24
Attachment 2—CONDITIONS THAT MAKE APPLICANTS INELIGIBLE TO ENLIST	29
Attachment 3—APPLICANTS WITH A CONVICTION OR ADVERSE ADJUDICATION OF AN OFFENSE	34
Attachment 4—DATE OF RANK AND AUTHORIZED ENLISTMENT GRADE	42
Attachment 5—RETIRED RESERVE STATEMENT OF UNDERSTANDING	45
Attachment 6—APPLICATION MEMORANDUM FOR EAD	46
Attachment 7—MTI APPLICATION ITEMS	48
Attachment 8—TEMPORARY DISABILITY RETIRED LIST (TDRL) OR RESERVE (NON-REGULAR) AIR FORCE OFFICER WITH STATUTORY ENLISTMENT ENTITLEMENT ORDER	49
Attachment 9—OFFICER REENLISTMENT AUTHORIZATION REQUEST	50
Attachment 10—CORRECTION OF ENLISTMENT DOCUMENTS	51

**Attachment 11—IMPLEMENTATION OF THE AIR FORCE POLICY ON
HOMOSEXUAL CONDUCT.**

53

Chapter 1

ENLISTMENT IN THE REGULAR AIR FORCE (REGAF)

Section 1A—Enlistment Authority

1.1. RegAF Enlistment Authority. The Secretary of the Air Force (SAF) under Title 10, USC, chapter 31, may approve or deny the enlistment of qualified, effective, and able-bodied persons into the RegAF.

1.1.1. During emergencies or war, HQ AFPC Director of Personnel Program Management (DPP), in conjunction with higher authorities, decides if the situation calls for delegating enlistment standards to HQ Air Force Recruiting Service (AFRS).

1.1.2. Military Service Obligation. Title 10, United States Code, Section 651, as implemented by Department of Defense Instruction 1304.25, *Fulfilling the Military Service Obligation (MSO)*, directs that every person, on initial entry into the United States Air Force, shall serve a total of eight years to be fulfilled in accordance with this Instruction. This obligation shall be initiated from the date of enlistment, appointment or induction for all persons entering the Air Force after 1 June 1984. Policy and procedures for members separated from active duty prior to completion of eight years of service are in AFI 36-3208, *Administrative Separation of Airmen*.

1.2. Enlistment Waiver Authority. HQ AFRS/CC may waive disqualifying factors not set by statute or otherwise stated in this instruction. AFRS may further delegate this waiver authority to Air Force Recruiting Groups and Squadrons.

1.2.1. HQ Air Education and Training Command (AETC) Office of the Command Surgeon General (SG) or the appropriate Major Command (MAJCOM) SG may waive physical standards for enlistment.

1.3. Enlistment Eligibility Determination Authority. HQ AFRS Operations Division (RSO) makes eligibility determinations for previous service applicants whose eligibility is in doubt because:

1.3.1. The applicant's Reenlistment Eligibility (RE) code and Separation Program Designator (SPD) data are not available through the Defense Manpower Data Center (DMDC).

1.3.2. The DMDC report, Project Capture, and separation documents regarding RE code or SPD information differs.

1.3.3. Project Capture shows alpha or numeric data in the Unfavorable Information File (UIF) column.

1.3.4. The Personnel Reliability Program (PRP) column shows:

1.3.4.1. M - temporarily decertified.

1.3.4.2. P - permanently decertified from a critical nuclear weapons duty position.

1.3.4.3. Q - permanently decertified during initial screening.

- 1.3.4.4. R - permanently decertified from a controlled nuclear weapons duty position.
- 1.3.5. Member's control Air Force Specialty Code (AFSC) is:
 - 1.3.5.1. 9A000 - Airman Awaiting Retraining - Disqualified for Reasons Beyond Control.
 - 1.3.5.2. 9A100 - Airman Awaiting Retraining - Disqualified for Reasons Within Control.
 - 1.3.5.3. 9A200 - Airman Awaiting Discharge, Separation, or Retirement.
 - 1.3.5.4. 9J000 - Prisoner.
- 1.3.6. Member received 2 or lower on last Enlisted Performance Report (EPR).

Section 1B—Minimum Eligibility Standards

1.4. Enlisted Program Requirements. Applicants must meet specific enlistment program requirements announced by HQ AFRS, and:

- 1.4.1. Meet physical standards in Army Regulation (AR) 40-501, *Standards of Medical Fitness*, and AFI 48-123, *Medical Examination and Standards*.
- 1.4.2. Have none of the disqualifying conditions listed in [Attachment 2](#).
- 1.4.3. Have an approved HQ AFRS waiver or eligibility determination, if previously convicted or adversely adjudicated of disqualifying offenses listed in [Attachment 3](#).
- 1.4.4. Be a:
 - 1.4.4.1. United States citizen, or
 - 1.4.4.2. United States national born in American Samoa or Swains Island, or
 - 1.4.4.3. Lawfully admitted resident alien who possesses an alien registration form (I-551) issued for a period of 10 years, or
 - 1.4.4.4. Foreign national citizen of the Federated States of Micronesia or the Republic of the Marshall Islands.
- 1.4.5. Treat American Indians born in Canada as immigrant aliens; they must present a birth certificate. (**NOTE:** Type in the Remarks section of the DD Form 1966 and have the applicant initial, "I am an American Indian born in Canada as defined in Immigration and Naturalization Service Regulation 8 CFR 289.1.") Contact Headquarters United States Air Force (HQ USAF) Accessions Policy (DPXFA) for guidance on native American-born Indians.
- 1.4.6. Enlist for at least 4 years. HQ USAF Force Structure Division (DPXP) authorizes 6-year enlistments in selected Air Force Specialties (AFS). **NOTE:** Six-year enlistments require applicants to be high school graduates or higher (Tier 1).
- 1.4.7. Enlist in an AFS other than intelligence if the applicant formerly served in the Peace Corps. (No waivers granted.) Refer questions to HQ USAF/DPXF.
- 1.4.8. Are a member of an ARC, not on EAD tour, and want to apply for a RegAF enlistment, when HQ USAF Military Personnel Policy (DPX) announces AFS openings.

1.4.9. If enlisting as PS and the applicant is:

1.4.9.1. Enlisting in a previously awarded AFS, Armed Services Vocational Aptitude Battery (ASVAB) score validation is not required.

1.4.9.2. Retraining into a new AFS, ASVAB score validation is required.

1.5. Enlistment Date of Rank and Grade. See [Attachment 4](#).

Section 1C—Acceptability for Enlistment

1.6. Accessing Offices:

1.6.1. HQ AFRS:

1.6.1.1. Regular Air Force (RegAF).

1.6.1.2. Delayed Entry Program (DEP).

1.6.1.3. Officer Training School (OTS).

1.6.2. AFPC:

1.6.2.1. TDRL.

1.6.2.2. Former Air Force officers with statutory enlistment entitlement.

1.6.2.3. Voluntary EAD Recall Programs.

1.6.2.4. AFA Involuntary EAD Program.

1.6.2.5. AFROTC Involuntary EAD Program.

Chapter 2

VOLUNTARY AND INVOLUNTARY EXTENDED ACTIVE DUTY (EAD) FOR AIR RESERVE COMPONENT (ARC) AIRMEN

Section 2A—EAD Programs

2.1. ARC Processing Procedures. This chapter tells how to process ARC members voluntarily or involuntarily ordered to EAD:

- 2.1.1. Members separate under AFI 36-3208, *Administrative Separation of Airmen*, after completing their EAD tour and return to their former ARC status.
- 2.1.2. Individuals disqualified but not subject to separation under AFI 36-3208 leave involuntarily and return to their former ARC status.
- 2.1.3. Personnel separated prior to completing their EAD tour are ineligible for other recall programs.

Section 2B—Voluntary Airman EAD Recall Programs

2.2. Voluntary Retired Airman EAD Recall Program. This program offsets shortages of trained airmen in critically manned skills:

- 2.2.1. HQ USAF/DPX. Determines the need for the program and informs HQ AFPC/DPPAES.
- 2.2.2. Individuals. Individuals must:
 - 2.2.2.1. Have retired within the last 3 years.
 - 2.2.2.2. Possess the needed Control Air Force Specialty Code (CAFSC) and grade.
 - 2.2.2.3. Be invited for recall by HQ AFPC/DPPAES.
- 2.2.3. HQ AFPC/DPPAES:
 - 2.2.3.1. Gets a list of potentially qualified retirees from HQ AFPC Retirements and Separations Branch (DPPRS).
 - 2.2.3.2. Reviews personnel records, selects the best candidates, and sends invitation letters, enclosing AF Form 125, **Application for Extended Active Duty With the United States Air Force**, and a Retired Reserve Statement of Understanding. (See [Attachment 5](#).)
 - 2.2.3.3. Requests a complete physical with proof of negative Human Immunodeficiency Virus (HIV) and Drug and Alcohol Test (DAT) results within 30 days of application date. **NOTE:** Travel to accomplish physical examination is at member's expense and not reimbursable.
 - 2.2.3.4. Issues EAD orders and implements recall for the period HQ USAF/DPXF specifies.

2.2.4. Status of Retired Airman on EAD. Under Title 10, USC, Section 8914, a RegAF enlisted member with at least 20, but less than 30, years of service may upon request be retired. A retiree recalled to AD:

2.2.4.1. Is eligible for pay, promotion, and transportation of eligible family members and household goods.

2.2.4.2. When selected for promotion, must satisfactorily serve in the new pay grade for at least 6 months with extensions authorized to meet requirement in order to return to the retired Reserve list in the new pay grade.

2.2.4.3. Returns to retired status after the recall period.

2.3. Basic Military Training Instructor (MTI) Program. Each fiscal year Headquarters Basic Military Training Group Resource Management, 737 Training Group (TRG) Group Superintendent (CCS), selects up to ten participating ARC members for MTI duty.

2.3.1. Submitting Applications. Members submit applications to 737 TRG/CCS through their servicing Military Personnel Flight (MPF) in May and June.

2.3.2. Applicants. Applicants must:

2.3.2.1. Meet requirements in AFI 48-123, AFI 36-2110, *Assignments*, and AFI 36-2108, *Airman Classification*.

2.3.2.2. Be a high school or general education development (GED) graduate.

2.3.2.3. Be able to obtain sufficient retainability for EAD tour.

2.3.2.4. Have 13 or less years total active Federal military service.

2.3.2.5. Be a SSgt or TSgt. MSgt and above may apply provided they accept voluntary demotion to TSgt per AFI 36-2503, *Administrative Demotion of Airmen*.

2.3.2.6. Completion of an active duty tour is mandatory.

2.3.2.7. Not have separated from active service with a Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB).

2.3.3. Application Procedures. Participating ARC member submits an application letter for EAD ([Attachment 6](#)) through the servicing MPF who sends it to 737 TRG/CCS, 1618 Truemper Street Suite 3, Lackland AFB TX 78236-5533. The MPF includes, with the application letter, the documents listed in [Attachment 7](#).

2.3.4. 737 TRG/CCS:

2.3.4.1. Convenes a board to select qualified applicants for personal interviews.

2.3.4.2. Notifies members and their units of selection or nonselection and asks those chosen to report for personal interviews. **NOTE:** Unit pays Temporary Duty (TDY).

2.3.4.3. Interviews applicants and makes final selection.

2.3.4.4. Notifies members of selection or nonselection.

2.3.4.5. Tells HQ AFPC/DPPAES who was chosen and MTI school quotas needed.

2.3.4.6. Sends the unit MTI school TDY reporting instructions. **NOTE:** Unit pays TDY.

2.3.4.7. Notifies HQ AFPC/DPPAES who graduates from MTI school.

2.3.4.8. 737 TRSS/TSRM notifies Headquarters Air Force Reserve Command (HQ AFRC) Training Support Branch (DPTS) and Air National Guard Readiness Center (ANGRC) Enlisted Accessions (MPTET) of its selections.

2.3.4.9. 37 TRSS/DOFM notifies HQ USAF/DPXF or Headquarters 2nd Air Force (HQ 2AF) Resident Programs Sections (DOPR) of school quotas filled.

2.3.5. HQ AFPC/DPPAES:

2.3.5.1. **DELETED.**

2.3.5.2. **DELETED.**

2.3.5.3. Provides 4-year EAD order to member and processes amendments as necessary.

2.3.5.4. Monitors the member for the entire EAD tour.

2.3.6. Member's Unit:

2.3.6.1. Verifies eligibility criteria and forwards application to 737 TRG/CCS.

2.3.6.2. Provides TDY order for candidates interviewed and selected for MTI school.

2.3.6.3. ANG units only, transfer approved member to Air Reserve Personnel Center (ARPC) 1 day prior to EAD date.

2.3.7. 2AF/DOPR. 2AF/DOPR provides class quotas to HQ AFRES/DPTS and ANGRC/MPTET.

2.4. Mobilization Processing Instructions. Upon announcement of a mobilization, see AFI 10-402, *Mobilization Planning*. HQ USAF Directorate of Operations (XOO), HQ AFRES, HQ ANG, or ARPC provide guidelines for mobilization.

2.5. Other Announced EAD Programs:

2.5.1. HQ USAF/DPXF establishes selection criteria.

2.5.2. HQ AFPC/DPPAES:

2.5.2.1. Notifies HQ AFRES Assignment Branch (DPRA), HQ ARPC Assignment Management Division (DPR), and ANGRC Manpower (MP) of selection criteria and application procedures.

2.5.2.2. Screens applications to verify member meets criteria.

2.5.2.3. Forwards applications to selection activity listed in announcement.

2.5.2.4. Notifies the unit of missing documents and their status.

2.5.2.5. Notifies the unit of selection or nonselection and issues EAD order.

2.5.3. HQ AFRES/DPRA, HQ ARPC/DPR, and ANGRC/MP announce program guidelines to units.

2.5.4. AFRES and ANG Units:

2.5.4.1. Submit applications to HQ AFPC/DPPAES. **NOTE:** Airmen not assigned to a unit process applications through nearest MPF.

2.5.4.2. Unit commander may disapprove applications on members with questionable potential.

2.5.4.3. Notify member of selection or nonselection.

2.5.4.4. Out process and ensure member possesses a copy of HQ AFPC/DPPAES EAD order. **NOTE:** ANG unit transfers member to ARPC 1 day before EAD date.

Section 2C—Involuntary EAD Programs

2.6. Disenrolled Air Force Academy (AFA) or Air Force Reserve Officer Training Corps (AFROTC) Cadets. This program allows disenrolled AFA and AFROTC cadets to repay their obligation to the Air Force by serving on EAD as an enlisted member without discrimination and without regard to financial status, and is not considered a punitive action. For further guidance, see AFI 36-2020, *Disenrollment of United States Air Force Academy Cadets*, for AFA cadets and AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC)*, for AFROTC cadets.

2.6.1. Involuntary EAD. The SAF determines if involuntary EAD or financial reimbursement is appropriate and notifies HQ AFPC/DPPAES of cadets identified for involuntary EAD. For AFA cadets, active duty in enlisted status is the primary form of reimbursement; recoupment of money is available only if the member voluntarily or through misconduct, or for other reasons specified in the contract, fails to complete the active duty obligation. For disenrolled ROTC cadets, SAF can elect AD or recoupment.

2.6.2. HQ AFPC/DPPAES:

2.6.2.1. Establishes airman accession file in the Personnel Data System (PDS) to monitor disenrolled cadets to ensure fulfillment of Active Duty Service Commitment (ADSC).

2.6.2.2. Notifies member's base finance to initiate recoupment action upon notification of early separation of former cadets on EAD.

2.6.2.3. For educational delay cadets only:

2.6.2.3.1. Confirms approved educational delay with AFA or AFROTC.

2.6.2.3.2. Informs members of requirement to submit a verification of registration from their school no later than 60 days after the start of their educational delay. They must:

2.6.2.3.2.1. Include major and projected graduation date in their verification.

2.6.2.3.2.2. Verify their registration every February and October until the educational delay ends. **NOTE:** HQ AFPC/DPPAES orders to EAD within 30 days, members failing to maintain full-time student status (at least 15 semester hours for AFA; 12 for AFROTC) or who disenroll.

2.6.2.3.2.2.1. Provides member's AFS choices to 2AF Resources Section (DOPC) and assignment preferences to HQ AFPC Airman Assignments (DPAAD) including projected Report No Later Than Date (RNLTLD) approximately 60 days prior to projected EAD.

2.6.2.3.2.2.2. Provides EAD order with ADSC, AFS, and duty location to member no later than 10 days prior to projected EAD.

2.6.2.4. AFA issues EAD orders for those without an education delay (AFA cadets only). HQ AFPC/DPPAES issues all other EAD orders.

2.6.3. Request for Release from EAD or Military Service Obligation (MSO) Commitment. MPFs refer to AFI 36-2020 for AFA and AFI 36-2011 for AFROTC.

Chapter 3

SPECIAL CATEGORY ENLISTMENTS

3.1. Accession Procedures for Individuals Authorized to Enlist. This chapter tells how to process individuals authorized to enlist who HQ AFRS does not process. **NOTE:** HQ USAF/DP delegated to HQ Air Education and Training Command (AETC), HQ AFRS, and AFROTC the responsibility for Nonprior and Prior Service, ROTC, and OTS accession programs.

3.2. Administrative Guidance. HQ AFPC/DPPAES provides guidance to enlist previous service members in RegAF.

3.3. Airmen Removed from Temporary Disability Retired List (TDRL) Eligible for Enlistment:

3.3.1. Procedures:

3.3.1.1. Applicant presents to the nearest Air Force MPF:

3.3.1.1.1. Memorandum from HQ AFPC Disability Board Support Branch (DPPDS) authorizing enlistment.

3.3.1.1.2. Special order announcing removal from TDRL.

3.3.1.1.3. DD Form 214, **Certificate of Release or Discharge From Active Duty**, issued at time of placement on TDRL. **NOTE:** Aptitude testing and physical examination not required.

3.3.2. MPF Actions:

3.3.2.1. Cites memorandum from HQ AFPC/DPPDS as enlistment authority in Remarks section on DD Form 4, **Enlistment/Reenlistment Document--Armed Forces of the United States**.

3.3.2.2. Requests assignment, by message or Cathode Ray Tube (CRT)-gram, from HQ AFPC/ DPAAD (with information copy to HQ AFPC/DPPAES) per AFI 36-2110 after first contact with member, but no later than date of enlistment.

3.3.2.3. Lists:

3.3.2.3.1. Up to five Continental United States (CONUS) or overseas preferences.

3.3.2.3.2. Additional AFSs held by the airman.

3.3.2.3.3. Other information considered pertinent to assignment limitations.

3.3.2.4. Enlists the member in same grade held when placed on TDRL within 60 calendar days from TDRL discharge date.

3.3.2.5. Uses Date of Rank (DOR) the HQ AFPC/DPPDS letter stated. However, if a member does not enlist the day after discharge from TDRL, adjust DOR by adding total days between removal from TDRL and date of enlistment.

3.3.2.6. Refers to AFI 36-2606, *Reenlistment in the United States Air Force*, for Term of Enlistment (TOE). Age, grade, and length of service influence TOE. **NOTE:** Enlistees eligible for retirement and restricted from enlistment because of age, grade, or length of service, may enlist for a minimum of 2 years.

3.3.2.7. On enlistment date, provide the following information by message or CRT-gram (USERID 09ATRA1) to HQ AFPC/DPPAES:

3.3.2.7.1. Social Security Number (SSN).

3.3.2.7.2. Name.

3.3.2.7.3. Grade.

3.3.2.7.4. DOR.

3.3.2.7.5. Race.

3.3.2.7.6. Ethnic group.

3.3.2.7.7. Sex.

3.3.2.7.8. Marital status.

3.3.2.7.9. Date and place of birth.

3.3.2.7.10. Education level.

3.3.2.7.11. Total Active Federal Military Service Date (TAFMSD).

3.3.2.7.12. Pay date.

3.3.2.7.13. Date of initial entry into armed forces.

3.3.2.7.14. Citizenship.

3.3.2.7.15. CAFSC.

3.3.2.7.16. DOE.

3.3.2.7.17. TOE.

3.3.2.7.18. Armed Forces Classification Test (AFCT) or (ASVAB) scores (if known).

3.3.2.7.19. Name and Defense Switchboard Network (DSN) telephone number of MPF point of contact (POC).

3.3.2.8. After obtaining end assignment, issues Permanent Change of Station (PCS) orders using AF Form 899, **Request for Authorization for Permanent Change of Station - Military**. (For local assignment, see [Attachment 8](#).)

3.3.2.9. Distributes enlistment documents per AFI 36-2606.

3.3.3. When notified of enlistment, HQ AFPC/DPPAES accesses member into PDS using AA109 Personnel Transaction Identifier (PTI). HQ AFPC/DPAAD provides end assignment to servicing MPF. Upon enlistment, prior to PCS, member will be utilized at the discretion of the Mission Support Squadron commander.

3.4. Reserve (Non-Regular) Air Force Officer with Statutory Enlistment Entitlement. Under Title 10, USC, Section 8258, *Regular Air Force Reenlistment After Service as an Officer*, certain officers with prior enlisted service (including those twice nonselected for promotion and those separated due to elimination from flying or technical training) may request authority to enlist.

3.4.1. The FY93 National Defense Authorization Act (NDAA), Section 520, Public Law 102-484, enacted 23 October 1992, amended Title 10, USC, Section 8258 to reflect former enlisted Regular Air Force members who serve on active duty as a Reserve officer and separate after enactment of the act for qualitative reasons or whose former Regular Air Force enlisted status was solely for the purpose of attending a precommissioning program no longer have statutory entitlement. Refer questions to HQ AFPC/DPPAES.

3.4.2. Individual Qualifications:

3.4.2.1. The Air Force may not deny reenlistment to members who are entitled under Title 10, USC, Section 8258. Entitled individuals:

3.4.2.1.1. Are former RegAF enlisted members who served on active duty as Reserve officers, or were discharged as RegAF enlisted members to accept temporary appointment as Air Force officers.

3.4.2.1.2. Were commissioned immediately after discharge as enlisted members with no break in active service.

3.4.2.1.3. Never accepted a Regular appointment.

3.4.2.1.4. Were never relieved from active duty while awaiting appellate review of sentence involving dismissal or dishonorable discharge.

3.4.2.1.5. Honorably separated or relieved from active duty. Officers separated with General Discharge (under honorable conditions) need SAF Manpower Reserve Affairs, Installations and Environment (MI) approval to reenlist.

3.4.2.1.6. Must reenlist within 6 months of release from active duty service as an officer.

3.4.3. Application Procedures:

3.4.3.1. Submit applications through the MPF, if on active duty, or directly to HQ AFPC/DPPAES ([Attachment 9](#)) if separated for less than 6 months.

3.4.3.2. HQ AFPC/DPPAES verifies eligibility and provides a memorandum authorizing reenlistment at nearest MPF.

3.4.3.3. MPF receives the HQ AFPC/DPPAES memorandum and:

3.4.3.3.1. Sets a reenlistment date at least 10 days out to allow for classification and assignment coordination.

3.4.3.3.2. Processes applicants without regard to age, physical disqualification incurred in line of duty while on active military service, or existing vacancy in their grade.

3.4.3.3.3. Reenlists members in enlisted grade with the DOR cited in HQ AFPC/DPPAES memorandum.

3.4.3.3.4. Refers to:

3.4.3.3.4.1. AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, for classification.

3.4.3.3.4.2. AFI 36-2110 for assignment instructions.

3.4.3.3.4.3. AFI 36-2606 for authorized TOE.

3.4.3.3.4.4. Cites HQ AFPC/DPPAES memorandum as authority for reenlistment in the Remarks section on DD Form 4.

3.4.3.3.4.5. Refers to [paragraphs 3.3.2.7](#), [3.3.2.8](#), and [3.3.3](#) for instructions on PCS orders, distribution of enlistment documents, and accessing member to PDS.

3.5. Retirement Eligible Officers. Retirement eligible officers with less than 10 years commissioned service may reenlist, for the purpose of immediate retirement, in the highest enlisted grade previously held. **NOTE:** The FY91 NDAA, 5 November 1990, reduced the number of years of commissioned service from 10 to 8 years, until 30 September 1999. The services will determine the use of that provision by law. See AFI 36-3203, *Service Retirements*, and contact HQ AFPC/DPPRD for processing guidance.

3.6. ARC Members on Voluntary or Involuntary EAD Including Mobilized Personnel:

3.6.1. Qualifications:

3.6.1.1. Be on voluntary or involuntary EAD whose end strength accountability transfers to RegAF. **NOTE:** Full time Active Guard Reserve (AGR) or ARC members on a Title 10, USC, Section 12310 tour are ineligible (identified in PDS as functional category X).

3.6.1.2. Be within 60 to 120 days of scheduled Date of Separation (DOS).

3.6.1.3. Be US citizen or US national.

3.6.1.4. Not single, divorced, separated, or have a military spouse, or common-law spouse *and* have legal or physical custody of any family member incapable of self-care.

3.6.1.5. Have an overall rating no less than 3 on the last three Enlisted Performance Reports (EPR).

3.6.1.6. Never have received nonjudicial punishment.

3.6.1.7. Not be on weight management program.

3.6.1.8. Not have an active UIF.

3.6.1.9. Be qualified for worldwide duty.

3.6.1.10. Serving in pay grade E-3 through E-6.

3.6.1.11. Possess minimum 5-skill level if SrA through SSgt (3-skill level when no 5-skill level exists) or 7-skill level if a TSgt.

3.6.1.12. Never taken VSI or SSB.

3.6.1.13. Be less than 28 years old when reduced by TAFMS in a Regular component.

3.6.1.13.1. Members with satisfactory service in ANG or AFRES who are less than 35 years old after subtracting their Regular component TAFMS may use ANG or AFRES service (use AF Form 526, **ANG/USAFR Point Credit Summary**, to verify) to further reduce their age to less than 28 years. Satisfactory service from ANG or AFRES only accrues in 1-year increments. Months and days do not count for satisfactory service. **EXAMPLE:**

	Years	Months	Days
Current Age	37	02	12
TAFMS	04	05	17
Adjusted Age	32	08	25
Total Satisfactory Service (ANG or AFRES)	06	00	00
Adjusted Age	26	08	25

3.6.1.13.2. Applicants may submit a justified exception to policy with their completed application (not intended to imply approval). **NOTE:** Title 10, USC Section 505 prohibits enlisting anyone 35 years or older after adjustment for TAFMS.

3.6.2. Application Procedures:

3.6.2.1. Member submits an enlistment request through local MPF to HQ AFPC/DPPAES no earlier than 120 days nor later than 60 days prior to DOS. Include:

3.6.2.1.1. Copies of last three EPRs when available.

3.6.2.1.2. Immediate supervisor's and commander's letter of recommendation, including body fat qualification.

3.6.2.1.3. Current AF Form 526 when submitting age waiver.

3.6.3. MPF Career Enhancement Section Actions:

3.6.3.1. Verifies member's entitlement for *Selective Reenlistment Bonus* (SRB) per AFI 36-2606, paragraph 2.5. If qualified, Reenlistment Section does one of two things:

3.6.3.1.1. Includes a request for SRB authorization as part of member's application package.

3.6.3.1.2. Provides member a disqualification statement to include with application.

3.6.3.2. Forwards application to HQ AFPC/DPPAES. Includes MPF POC, DSN, and CRT-gram designation identifier.

3.6.3.3. Notifies member of decision.

3.6.3.4. Processes approvals for enlistment similar to a reenlistment according to AFI 36-2606. **NOTE:** Member does not have to obtain a Career Job Reservation for this enlistment.

3.6.3.5. Enlists the member within 15 days of approval notification. **NOTE:** If enlistment occurs within 2 weeks of DOS, advise member of possible pay interruption.

3.6.3.6. Updates PDS using PTI 47V.

3.6.3.7. Ensures initial assignment, grade, and DOR are the same as when discharged unless otherwise specified by HQ AFPC/DPPAES.

3.6.3.8. Completes DD Form 4 as initial enlistment. Complete signature elements of AF Form 3006, **Enlistment Agreement - Prior Service/Active USAFR/ANG - United States Air Force**, which becomes annex A to DD Form 4. **NOTE:** Do not use AF Form 901, **Reenlistment Eligibility Annex to DD Form 4**, for this type of enlistment.

3.6.3.9. Prior to administering the enlistment oath, the enlisting officer ensures the following statement is in the Remarks section of AF Form 3006, "I understand the option for payment of accrued leave is not authorized under Title 37, USC, Section 501, paragraph (b) (2)."

3.6.4. HQ AFPC/DPPAES:

3.6.4.1. Reviews the application for suitability using the whole person concept.

3.6.4.2. Obtains base and worldwide manning figures from DPAAD.

3.6.4.3. Requests a skill determination from HQ USAF Skills Management (DPXPS).

3.6.4.4. Notifies MPF by CRT-gram of approval or disapproval.

3.6.4.5. Forwards completed (except for signature blocks) AF Form 3006 to enlisting MPF prior to projected enlistment date of member.

Chapter 4

INITIAL ENLISTMENT BONUS (IEB)

4.1. IEB Incentive Program. The IEB incentive program encourages individuals to enlist in a selected AFS needed by the Air Force.

4.2. Implementing and Monitoring Responsibilities:

4.2.1. HQ USAF/DPRS:

4.2.1.1. Determines eligible AFSs.

4.2.1.2. Determines bonus levels for eligible AFSs.

4.2.1.3. Periodically reviews AFSs for IEB selection or removal.

4.2.2. 319 Training Squadron (TRS):

4.2.2.1. Approves IEBs for members classified at Basic Military Training (BMT).

4.2.3. HQ AFPC/DPPAES:

4.2.3.1. Monitors IEB Incentive Program

4.2.3.2. Corrects IEB data errors in PDS.

4.2.4. HQ AFRS. HQ AFRS enlists qualified applicants to meet Air Force objectives.

4.2.5. The Defense Finance and Accounting Service (DFAS):

4.2.5.1. Pays the member.

4.2.5.2. Recoups any monies owed the Government.

4.3. Eligibility. Candidates must:

4.3.1. Be a high school diploma graduate or higher (Tier 1).

4.3.2. Be Air Force Qualification Test (AFQT) Category I, II, or III. **NOTE:** AFQT score 31 or higher on ASVAB.

4.3.3. **DELETED.**

4.4. IEB Payment. Upon receipt of computer notice, MPF Career Enhancement verifies bonus data in APDS before updating Joint Uniform Military Pay System (JUMPS) with PTI 343 and ensures:

4.4.1. Bonus authorization (AF Form 3008, **Supplement to Enlistment Agreement - United States Air Force** or AF Form 3009, **Change to Enlistment Agreement - United States Air Force**) is in records.

4.4.2. The enlistee completed training to 3-skill in IEB authorized AFS. Those completing technical training will be paid their bonus upon arrival at first duty station. Refer to the web site (www.afpc.randolph.af.mil, Link to Enlisted Benefits/Retraining/SRB) for list of authorized IEB AFSs.

4.4.3. Amount of enlistment bonus received is based on date of enlistment and on the AFS where technical training has been completed and AFSC awarded (regardless of any reclassification).

4.4.3.1. (DELETED.)

4.4.3.2. (DELETED.)

4.4.3.3. (DELETED.)

4.4.3.4. Any GTEP "nonbonus" airman who is subsequently reclassified into a bonus initial skills AFS is ineligible for a 4- or 6-year bonus (since enlistment bonus was not part of the member's original inducement for joining the Air Force).

4.4.4. Discrepancies are reported to HQ AFPC/DPPAES for resolution before updating PDS.

4.4.5. Updates PTI 343 to confirm member's entitlement.

4.5. Termination or Recoupment of Bonus. Intent of recoupment authority is to end bonus entitlement in a fair and equitable manner:

4.5.1. See AFI 36-2606 for conditions and procedures.

4.5.2. MPF Career Enhancement Section refers member to local Accounting and Finance Office for remission of debt.

Chapter 5

REGULAR AIR FORCE ENLISTMENT DOCUMENTS

5.1. Preparation of Documents. This chapter provides instructions for use of forms in connection with the enlistment of persons into the RegAF. HQ AFRS accession regulations contain additional or unique instructions. See [Attachment 10](#) for information on correcting enlistment documents:

5.1.1. Use original or authenticated copies of documents to verify eligibility (SSN card, birth certificate, diploma, etc.).

5.1.2. An Air Force Liaison Noncommissioned Officer (NCO) verifies information on enlistment records and returns the documents to the applicant.

5.2. Department of Defense Forms. Department of Defense (DoD) forms are used on or after 1 June 1975 as prescribed by DoD Instruction (DoDI) 1304-2, *Pre-Enlistment Forms, March 14, 1975*:

5.2.1. DD Form 4, **Enlistment/Reenlistment Document- Armed Forces of the United States**. Mandatory for all Air Force enlistments:

5.2.1.1. Military Entrance Processing Station (MEPS) personnel prepare the form for individuals processed through a MEPS.

5.2.1.2. HQ AFRS provides overseas MPFs guidance for processing individuals overseas.

5.2.1.3. The "Applicant Briefing Item On Separation Policy" (see [Attachment 11](#)) must be added as an annex to the DD Form 4.

5.2.2. DD Form 368, **Request for Conditional Release**. Used by Reserve component members as a conditional release to allow member to process for entry into the RegAF. Instructions are on the form. HQ AFPC/DPPAES is the approval authority for disenrolled AFA and AFROTC cadets awaiting recall.

5.2.3. DD Form 369, **Police Record Check**. Used by Air Force representatives to assist in establishing applicant's eligibility for enlistment. AFRS and AFROTC establish specific processing guidelines. Form is self-explanatory.

5.2.4. DD Form 372, **Request for Verification of Birth**. Air Force representatives use this form to verify birth information for native born US citizens when other documents, such as birth certificates, are unavailable. Form is self-explanatory.

5.2.5. DD Form 1966, **Record of Military Processing - Armed Forces of the United States**. Form is mandatory for all Air Force enlistments. Air Force accession and recruiting agencies provide instructions to field units to assist in completion of form. **EXCEPTION:** Applicants processing for AFROTC are not required to complete this form.

5.2.6. DD Form 2246, **Applicant Medical Prescreening Form**. Required on all applicants who process through MEPS. Complete as early as possible during initial processing. The form is self-explanatory:

5.2.6.1. When an applicant identifies a questionable disqualifying medical problem, give a copy of form, with supporting medical documentation provided by applicant, to the MEPS Chief Medical Officer (CMO).

5.2.6.2. The MEPS CMO reviews the form and the documents and determines eligibility. The form is self-explanatory.

5.2.7. DD Form 2280, **Armed Forces Fingerprint Card**. Mandatory when requesting an Entrance National Agency Check on all NPS applicants and is an attachment to the SF 86, **Questionnaire for National Security Positions**. Form is self-explanatory.

5.3. Air Force Forms:

5.3.1. AF Form 485, **Application for Enlistment - US Air Force Band**. Mandatory for all band applicants. Must be initiated for audition and then forwarded through SAF Air Bands and Music (PAC) and HQ AFRS Enlistment Accession Section (RSOPB). The form is self-explanatory.

5.3.2. AF Form 883, **Privacy Act Statement - US Air Force Application Record**. Used to brief the applicant on provisions of the Privacy Act:

5.3.2.1. Give the applicant a copy of the form before asking for a SSN or personal data on a personnel interview form.

5.3.3. AF Form 1034, **Extended Active Duty Agreement (Officer Training School) United States Air Force Reserve**. Used for applicants applying for OTS and is an official agreement between an OTS applicant and the USAF. It lists all promises or guarantees made to the applicant:

5.3.3.1. The form becomes an annex to DD Form 4.

5.3.3.2. Instructions are on the form.

5.3.4. AF Form 2030, **USAF Drug and Alcohol Abuse Certificate**. Used for applicants applying for enlistment in the RegAF. Complete as early as possible during the initial interview and prior to mental or medical qualification processing. The form is self-explanatory:

5.3.4.1. Individuals who refuse to initial or sign any part of the form cannot enlist.

5.3.4.2. Recertify the information on date of enlistment in RegAF prior to administering the oath of enlistment.

5.3.5. The forms listed below are an official agreement between the applicant and the USAF. The forms become an annex to DD Form 4. See the forms for instructions. Unless supplemented by an AF Form 3008, containing additional promises or guarantees, these forms list all promises or guarantees made to the applicant about:

5.3.5.1. AF Form 3005, **Guaranteed Aptitude Area Enlistment Agreement - Non-Prior Service - United States Air Force**. Use for non-prior service applicants enlisting into an aptitude area (i.e., mechanical, administrative, general, or electronics) without a specific AFS guaranteed and for enlistment into the DEP.

- 5.3.5.1.1. Classification into a specific AFS occurs during basic military training, based on individual preferences, qualifications, specialties available at time of classification, and Air Force needs.
- 5.3.5.2. AF Form 3006, **Enlistment Agreement (Prior Service/Active USAFR/ANG) United States Air Force**. Used for prior service, Active AF Reserve, and Air National Guard applicants applying for RegAF enlistment.
- 5.3.5.3. AF Form 3007, **Guaranteed Training Enlistment Agreement Non- Prior Service - United States Air Force**. Used for non-prior service applicants enlisting into a specific AFS.
- 5.3.6. AF Form 3008, **Supplement to Enlistment Agreement--United States Air Force**. Use as supplement to AF Forms 1034, 3005, 3006, and 3007. It lists all additional promises and guarantees to applicants not covered on the primary enlistment document and becomes an annex to DD Form 4. See the form for instructions.
- 5.3.7. AF Form 3009, **Change to Enlistment Agreement - United States Air Force**. Use after RegAF enlistment by HQ AFPC/DPPAES and 319 TRS Classification Review (TPCAR) during BMT if: One of these agencies finds the applicant ineligible for original AFS or Aptitude Index. The enlistee volunteers for another AFS based on AF needs.
- 5.3.7.1. Give HQ AFPC/DPPAES a completed copy of the form for inclusion in the member's master personnel file.
- 5.3.7.2. The form is self-explanatory. Cross out nonapplicable areas.
- 5.3.8. AF Form 3010, **USAF Statement of Understanding, Dependent Care Responsibilities**. Mandatory for all enlistments. Complete as early as practical in applicant processing. Provides definition of "dependent" (family member) for accession purposes and includes statements of understanding regarding the member's obligation toward current or future family members. See the form for instructions.

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, USC, Chapter 31, *Enlistments*

Section 504, *Persons not qualified*

Section 505, *Regular Components: qualifications, term, grade*

Section 508, *Reenlistment: qualifications*

Section 513, *Enlistments: Delayed Entry Program*

Title 10, USC, Chapter 37, *General Service Requirements*

Section 651, *Members Required Service*

Title 10, USC, Chapter 833, *Enlistments*

Section 8258, *Regular Air Force: reenlistment after service as an officer*

Title 10, USC, Chapter 867, *Separation for Various Reasons*

Section 8914, *Twenty to Thirty Years: enlisted members*

Title 10, USC, Chapter 1203, *Enlisted Members*

Section 12102, *Reserve Components: qualifications*

Title 10, USC, Chapter 1209, *Active Duty*

Section 12310, *Reserves: for organizing, administering, etc., reserve components*

Department of Defense Instruction 1304-2, *Pre Enlistment Forms, March 14, 1975*

Department of Defense Instruction 1304.25, *Fulfilling the Military Service Obligation (MSO)*

Department of Defense Directive 1304.26, *Qualification Standards for Enlistment, Appointment and Induction, December 21, 1993 with Change 1 Public Law 102-484*

Abbreviations and Acronyms

A1P—Personnel Policy (HQ USAF)

A1D—Force Development (HQ USAF)

A3O—Directorate of Operations (HQ USAF)

AB—Airman Basic

ADSC—active duty service commitment

AETC—Air Education and Training Command

AFA—Air Force Academy

AFS—Air Force Specialty

AFSC—Air Force Specialty Code

AFCT—Armed Forces Classification Test
AFI—Air Force Instruction
AFPD—Air Force Policy Directive
AFQT—Air Force Qualification Test
AFRES—Air Force Reserve
AFROTC—Air Force Reserve Officer Training Corps
AFRS—Air Force Recruiting Service
AFRSQ—Air Force Recruiting Squadron
AGR—Active Guard and Reserve
Amn—Airman
ANG—Air National Guard
ANGRC—Air National Guard Readiness Center
AR—Army Regulation
ARC—Air Reserve Components
ARPC—Air Reserve Personnel Center
ASVAB—Armed Services Vocational Aptitude Battery
BMT—Basic Military Training
CAFSC—Control Air Force Specialty Code
CC—Commander
CCS—Group Superintendent
CMO—Chief Medical Officer
CONUS—continental United States
CRT—cathode-ray tube
DAT—Drug Alcohol Test
DCS—Deputy Chief of Staff
DEP—Delayed Entry Program
DFAS—Defense Finance and Accounting Service
DMDC—Defense Manpower Data Center
DOE—date of enlistment
DoD—Department of Defense
DoDI—Department of Defense Instruction
DOPC—Resources Section (HQ 2AF)

DOPR—Resident Program Sections (HQ 2AF)
DOR—date of rank
DOS—date of separation
DP—Deputy Chief of Staff, Personnel (HQ USAF)
DPA—Airman Assignments (HQ AFPC)
DPS—Directorate of Personnel Systems (HQ AFPC)
DPSIP—Enlisted Accessions Section (HQ AFPC)
DPSD—Disability Board Support Branch (HQ AFPC)
DPSOS—Retirements and Separations Branch (HQ AFPC)
DPAR—Assignment Management Division (HQ ARPC)
DPRA—Assignments Branch (HQ AFRES)
DPTS—Training Support Branch (HQ AFRES)
DSN—Defense Switched Network
EAD—extended active duty
EPR—Enlisted Performance Report
FED—Financial Eligibility Determination
GED—general education development
HIV—Human Immunodeficiency Virus
HOR—Home of Record
HQ AFPC—Headquarters Air Force Personnel Center
HQ 2AF—Headquarters 2nd Air Force
HQ USAF—Headquarters United States Air Force
IAW—In Accordance With
IEB—Initial Enlistment Bonus
IRC—Interservice Reenlistment Code
ISC—Interservice Separation Code
JROTC—Junior Reserve Officer Training Corps
JUMPS—Joint Uniform Military Pay System
MAJCOM—Major Command
MEPS—Military Entrance Process Station
MI—Manpower Reserve Affairs, Installations and Environment (HQ USAF)
MP—Manpower (ANGRC)

MPF—Military Personnel Flight
MPTET—Enlisted Accessions (ANGRC)
MTI—military training instructor
MSO—military service obligation
NCO—noncommissioned officer
NDAA—National Defense Authorization Act
NDT—Nonprior Service Direct Duty to Technical Training
NLT—No Later Than
NPS—Nonprior Service
OTS—Officer Training School
PAC—Air Band and Music
PAFSC—primary Air Force specialty code
PCS—Permanent Change of Station
PDS—personnel data system
POC—Point of Contact
PRP—Personnel Reliability Program
PS—Prior Service
PTI—personnel transaction identifier
RCG—Air Force Recruiting Group
RE—Reenlistment Eligibility
RegAF—Regular Air Force
RES/RES—Reserved Reservist
RNLTD—Report No Later Than Date
RSL—Recruiting Service Liaison
RSO—Operations Division (HQ AFRS)
RSOP—Enlistment Accession Section (HQ AFRS)
SAF—Secretary of the Air Force
SG—Surgeon General
SGPS—Physical Standards Division (HQ AETC)
SPD—separation program designator
SRB—Selective Reenlistment Bonus
SSB—Special Separations Benefit

SSN—Social Security Number
TAFMS—total active Federal military service
TAFMSD—Total Active Federal Military Service Date
TDRL—temporary disability retired list
TDY—temporary duty
TOE—term of enlistment
TPCA—Classification Flight (319 TRS)
TPCAR—Classification Review (319 TRS)
TPPP—Processing Flight (319 TRS)
TRG—Training Group
TRS—Training Squadron
UIF—Unfavorable Information File
USC—United States Code
VSI—Voluntary Separations Incentive

Attachment 2

CONDITIONS THAT MAKE APPLICANTS INELIGIBLE TO ENLIST

A2.1. Ineligibility Conditions. Applicant is ineligible to enlist when one of the following conditions (refer questionable cases to HQ USAF/DPXFA for [paragraphs A2.1.1 - A2.1.5](#)) exists:

A2.1.1. Intoxicated or under the influence of alcohol or drugs at any time during enlistment processing or has been involved with narcotics, dangerous drugs, diagnosed as an alcoholic or alcohol abuser or who self-admits to alcoholism or alcohol abuse, or has had a positive Drug and Alcohol Test (DAT). Forward waivers of preservice drug use or involvement for other than marijuana through AFRS channels to HQ AFRS/CC. They will consider waivers only for limited preservice use of amphetamines, barbiturates or unprescribed anabolic androgenic steroid usage. Marijuana usage after signing AF Form 2030, **USAF Drug and Alcohol Abuse Certificate**, makes the applicant ineligible for enlistment or waiver consideration. A positive DAT renders an applicant ineligible for waiver consideration. An applicant who completes treatment for alcoholism will be considered for waiver after 2 years alcohol free.

A2.1.2. Has questionable moral character, history of antisocial behavior (including psychosis), frequent difficulties with law enforcement agencies, transsexualism and other gender identity disorders, exhibitionism transvestitism voyeurism, and other paraphilias.

A2.1.3. Enlistment is not clearly consistent with national security interest according to AFI 31-501, *Personnel Security Management Program*.

A2.1.4. Conscientious objector, person with personal beliefs, convictions, or religious practices precluding unrestricted duties or assignments; received a presidential pardon for draft evasion.

A2.1.5. A high school graduate with an ASVAB AFQT score less than 21; an alternate credential holder (GED) with an AFQT score less than 50; non-high school graduate with an AFQT less than 65. **NOTE:** AFRS/CC, with USAF/DP approval, may set a higher operational standard for the AFQT. Mental Category IV (AFQT 21-30) enlistments must not exceed 1% of total NPS enlistments. Ninety-nine percent of all NPS enlistments must be high school graduates or higher (Tier 1 as defined by the Department of Defense.)

A2.1.6. Previously served in any other country's Armed Forces. (Waiver authority is HQ AFRS/ RSO.)

A2.1.7. Under restraint imposed by civil or criminal court or subpoena ordering attendance on some specified future date (includes those relieved from restraint on the condition of enlistment). (No waivers authorized.)

A2.1.8. Civil or criminal charges filed or pending (includes those released from charges on condition of enlistment). In civil suit cases only, a person may enlist provided they obtain a statement of nonappearance from legal or court officials. HQ AFRS/RSO renders eligibility determinations in these cases (no further delegation authorized).

A2.1.9. Receiving disability compensation from any Federal or other agency. (No waivers authorized.)

A2.1.10. Has excessive or distracting tattoos. Persons with tattoos that are obscene, advocate sexual, racial, ethnic, or religious slurs are ineligible. Persons with excessive tattoos, when exposed from a military uniform that detract from a proper military image, are ineligible. This is not waiverable. Refer doubtful cases to HQ AFRS/RSO for eligibility determination.

A2.1.11. On active duty or active duty for training with any branch of the United States Armed Forces. Acceptance into an Air Force commissioning or appointment program renders warrant officers and enlisted personnel from any branch of the United States Armed Forces eligible for enlistment. However, failure to complete the program renders the enlistee ineligible to remain in or revert to enlisted status in the Air Force. Reserve officers from any Guard or Reserve component not currently on EAD and who were only on EAD for training, may apply for nonprior service enlistment through AFRS. AFRS advises members they cannot hold a warrant officer or Reserve commission in an Armed Force other than the Air Force.

A2.1.12. Has ever held a commission in any Regular or Reserve component. **EXCEPTION:** All warrant officers are eligible to enlist for the sole purpose of attending a precommissioning program or to apply for any direct commissioning program.

A2.1.13. Discharged or separated from any branch of the armed forces with a reenlistment eligibility (RE) code or separation designator/number (SPD) barring reenlistment:

A2.1.13.1. Applicants with a General Discharge and an RE code upgraded to a "1" are exceptions and may apply for enlistment. HQ AFRS verifies eligibility (no further delegation authorized).

A2.1.13.2. Regular and Reserve (non-rated) officers on active duty without statutory entitlement, eliminated from flying or technical training, with less than 2 years of active duty may apply for nonprior service enlistment through AFRS. These individuals do not attend enlisted basic training.

A2.1.13.3. Do not give waivers for:

A2.1.13.3.1. Interservice Reenlistment Code (IRC) of 4 or Interservice Separation Code (ISC) of 60 through 87. Consider ISC 87 case by case.

A2.1.13.3.2. Air Force RE code 3S or 3V with an SPD code of MCA (accepted VSI) or MCB (accepted SSB).

A2.1.13.3.3. Discharges under authority of AFI 36-2902, *Physical Evaluation for Retention, Retirement, and Separation*, and identified on DD Form 214 with an SPD code of JFM (disability existed prior to service - no severance pay).

A2.1.13.3.4. RE code 2Q.

A2.1.13.4. Consider waivers for the following (approval and disapproval authority delegated no lower than HQ AFRS/RSO level):

A2.1.13.4.1. Separated with 5 or more days lost time.

A2.1.13.4.2. Separated from a regular component in pay grade E-3 or lower after 24 or more months TAFMS. Must have no other disqualifying factor.

A2.1.13.4.3. Separated for physical condition during basic or technical training. Applicant must furnish proof the physical defect responsible for separation no longer exists and have HQ AETC Physical Standards Division (SGPS), certification of acceptability for enlistment.

A2.1.13.4.4. Air Force RE code 3 or 4 (convert other service's narrative reason for discharge to an Air Force RE code.) Contact HQ AFPC/DPPAES for guidance in questionable cases.

A2.1.13.4.5. Separated from OTS.

A2.1.13.4.6. Prior service applicants who were discharged solely under 10 USC, 654, commonly known as "Don't Ask, Don't Tell" or "DADT", and its implementing regulations may apply to re-enter the Air Force. These applicants are evaluated according to the same criteria and requirements applicable to all prior-service members seeking re-entry into the Air Force. There is no preferential treatment for service members separated under DADT. The military requirements of the Air Force will continue to dictate re-accession criteria. The Air Force (AFRS/RSO) will waive re-entry codes/separation codes barring reenlistment that were based on separations under DADT.

A2.1.13.4.6.1. In considering applicants for re-accession, the applicant's previous performance and disciplinary record will be considered when determining suitability for a re-entry code/separation code waiver. However, the Air Force will not consider to the detriment of an applicant any separation that was solely under DADT. For example, former service members who were separated with an honorable discharge (or an uncharacterized discharge for those occurring during initial training), and who have a separation code in their records reflecting a separation under DADT (DoD discharge codes JB, RA, RB, RC), shall be considered for re-entry according to the most favorable re-entry classification.

A2.1.14. Retired, eligible for retired pay under any provisions of law, or retired and serving on extended active duty (EAD) in a Reserve status. (No waivers authorized.)

A2.1.15. A non US citizen or US national with 24 or more months TAFMS in any branch of the United States Armed Forces. (No waivers authorized.):

A2.1.15.1. Treat persons born in American Samoa or Swains Islands as United States nationals; they do not have to hold lawful permanent residence status and will not possess an alien registration card.

A2.1.16. Applicant is less than 18 years of age or more than 27 years of age. **NOTE:** Title 10, USC, Section 505, prohibits enlistment of anyone 35 or over. In unique or unusual cases, route age waivers for applicants between 27 and 35 years of age, through chain of command to HQ AFPC/DPPAES:

A2.1.16.1. Minimum age for enlistment is 17 provided applicant is a high school graduate or an enrolled high school senior. A 17-year old single enlistee must have parental or guardian consent on the DD Form 1966, **Record of Military Processing - Armed Forces of the United States**, prior to enlistment processing *except* for the

ASVAB. Emancipated 17-year old may enlist with an approved parental consent waiver from the Air Force Recruiting Squadron (AFRSQ) Commander (CC).

A2.1.16.2. Age, when reduced by TAFMS, must equal less than 28 years. However; if applicant has previous satisfactory service in an Air Reserve Component (ARC) (verified by AF Form 526), age must first equal less than 35, when reduced by TAFMS and when further reduced by years of satisfactory service in the ARC, it must equal less than 28 years.

A2.1.17. Applicant is:

A2.1.17.1. Single, divorced, separated, has a military spouse or common-law spouse *and* has legal or physical custody of any family member incapable of self-care. (No waiver authorized.)

A2.1.17.2. Married to a civilian spouse and wishes to enlist in pay grade E-3 or lower *and* has two or more family members incapable of self-care. (Waiver authorized at HQ AFRS level.)

A2.1.17.3. A member of the United States Armed Forces, either as an active duty member or holding status with the ARC, and is married to a member of the United States Armed Forces who is either active duty or holding status with the ARC.

A2.1.17.4. For accession purposes the Air Force defines a family member as:

A2.1.17.4.1. A spouse.

A2.1.17.4.2. Any person under the age of 18 of whom the applicant or spouse has legal or physical custody, control, care, maintenance, or support. This includes children from a previous marriage, a relative by blood or marriage, and the applicant's or spouse's stepchildren or adopted children.

A2.1.17.4.3. The applicant's or spouse's unmarried natural children, regardless of where the children live. The term "natural child" includes children born out of wedlock.

A2.1.17.4.4. Any persons who rely upon the applicant or spouse for their care, maintenance, or support regardless of age.

A2.1.17.4.5. For male applicants only, the spouse's unborn child, one the applicant claims, or one a court order determines to be his. **NOTE:** Pregnant female applicants are ineligible under medical criteria.

A2.1.17.5. Applicants who give up legal and physical custody of family members through court order, incapable of self-care, are eligible with an approved HQ AFRS dependency eligibility determination.

A2.1.17.6. Take any pending changes in an applicant's family member status such as a pregnancy, divorce, separation, etc., into consideration at time of processing for RegAF enlistment.

A2.1.18. Applicant eliminated from an officer candidate training program based on punitive or administrative actions involving defective character traits, unsuitability, alcohol or drug abuse. Prior to processing, applicant must provide a DD Form 785, **Record of**

Disenrollment from Officer Candidate-Type Training, or a memorandum from the releasing agency containing the same DD Form 785 information. Refer questionable cases to HQ AFRS/RSO for eligibility determination. **EXCEPTION:** Disenrolled AFROTC and USAFA cadets (who must fulfill an active duty service obligation) may enlist provided HQ AFPC/DPPAES approves a DD Form 368, **Request for Conditional Release**.

A2.1.19. Applicants applying for RegAF enlistment are ineligible if financial screening reveals excessive debts or questionable credit history. All applicants 23 years or older, or who have dependents will require financial screening. A Financial Eligibility Determinations (FED) may be processed on all applicants who exceed debt ratio as determined by HQ USAF/DPX or questionable credit history as determined by HQ USAF/AFRS.

Attachment 3

APPLICANTS WITH A CONVICTION OR ADVERSE ADJUDICATION OF AN OFFENSE

A3.1. Matrix and guidance for eligibility determinations applied to the Uniform Guide List (UGL) in **paragraph A3.2**:

A3.1.1. Applicants with one or more convictions or adverse adjudications from **paragraphs A3.2.1** (category 1), **A3.2.2** (category 2) or **A3.2.3** (category 3) in a lifetime require an approved waiver of morals disqualification.

A3.1.2. Applicants with two or more convictions or adverse adjudications in the last 3 years, or three or more convictions or adverse adjudications in a lifetime, from **paragraph A3.2.4** (category 4) require an approved waiver of morals disqualification.

A3.1.3. Applicants with six or more convictions or adverse adjudications in any 365-day period in the last 3 years from **paragraph A3.2.5** (category 5) require an approved waiver of morals disqualification.

A3.1.4. In evaluating an arrest record, information indicating acquittal, dropped charges, expunged record, case dismissal, or that the individual was the subject of a "*nolle prosequi*," does not negate the significance of the underlying conduct. Therefore, to protect the interest of the Air Force, base eligibility determinations on available information concerning a person's conduct and actions rather than the legal outcome of a criminal proceeding:

A3.1.4.1. These factors may mitigate disqualifying information. Consider them in the waiver process:

A3.1.4.1.1. Immaturity attributable to the age of the individual at the time of the offense.

A3.1.4.1.2. Circumstances surrounding the offense.

A3.1.4.1.3. Isolated nature of the conduct.

A3.1.4.1.4. Incident occurred in one's youth with no subsequent criminal conduct.

A3.1.4.1.5. Temporary conditions contributed to the conduct, (such as parents' divorce, serious illness, or death in immediate family, etc.) with no subsequent criminal conduct.

A3.1.5. HQ AFRS:

A3.1.5.1. May approve or disapprove requests for waivers of these provisions.

A3.1.5.2. May delegate this authority to AFRSQ/CC.

A3.1.5.3. Determines category of offense in questionable cases.

A3.1.6. A conviction is the act of finding a person guilty of a crime, offense, or other violation of the law by a court, judge, or other authorized adjudication authority and includes fines and forfeiture of bond in lieu of trial.

A3.1.7. An adverse adjudication (adult or juvenile) is a finding, decision, sentence, or judgment, other than unconditionally dropped, dismissed, or acquitted. When the adjudicating authority places a condition or restraint that leads to dismissal, dropped charges, or acquittal, the adjudication is considered adverse:

A3.1.7.1. An adjudicating authority is an official of a Federal, state, county, or local government body empowered to make findings or determinations concerning alleged criminal (adult or juvenile) offenses and establishes responsibility for commission of the offense. Responsibility for commission of the offense is established by a conviction or when action tantamount to a finding of guilty is directed by the official (e.g., entry into a diversionary program, probation, or revocation of probation). Adjudicating authorities include:

A3.1.7.1.1. Judges.

A3.1.7.1.2. Courts.

A3.1.7.1.3. Magistrates.

A3.1.7.1.4. Prosecutors.

A3.1.7.1.5. Hearing officials.

A3.1.7.1.6. Military commanders (Article 15 action or suspension of dependent privileges or similar actions).

A3.1.7.1.7. Probation officers.

A3.1.7.1.8. Parole officers or boards.

A3.1.8. A member is not eligible to begin enlistment processing for 3 months following termination of parole, probation, suspended sentence, or any period of confinement for a conviction. **EXCEPTION:** Suspended sentences for minor traffic offenses and completion of community service.

A3.2. Uniform Guide List of Typical Offenses:

A3.2.1. Category 1 Moral Offenses. This list of offenses is a guide. Consider violations of a similar nature of seriousness as a category 1 offense. A conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force. The procurement source commander approves waivers to these offenses:

A3.2.1.1. Aggravated assault: With a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (adjudicated as adult only).

A3.2.1.2. Bribery (adjudicated as adult only).

A3.2.1.3. Burglary (adjudicated as adult only).

A3.2.1.4. Carnal knowledge of a child under 16.

A3.2.1.5. Draft evasion.

A3.2.1.6. Drugs: Use, possession, trafficking, sale, or manufacture of an illegal or illicit drug (except for marijuana use or possession - see category 2).

A3.2.1.7. Extortion (adjudicated as adult only).

A3.2.1.8. Indecent acts or liberties with a child under 16, molestation.

A3.2.1.9. Kidnapping, abduction.

A3.2.1.10. Manslaughter.

A3.2.1.11. Murder.

A3.2.1.12. Perjury (adjudicated as adult only).

A3.2.1.13. Rape.

A3.2.1.14. Robbery (adjudicated as adult only).

A3.2.2. Category 2 Moral Offenses. This list of offenses is a guide. Consider violations of a similar nature or seriousness as a category 2 offense. In doubtful cases, treat the offense as a category 2 offense when the maximum possible confinement under local law exceeds one year. Conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force. Waivers to these offenses may be approved by the next lower level of command below the procurement source:

A3.2.2.1. Arson.

A3.2.2.2. Aggravated assault: With a dangerous weapon, intentionally inflicting great bodily harm, with intent to commit a felony (adjudicated as juvenile only).

A3.2.2.3. Attempting to commit a felony.

A3.2.2.4. Breaking and entering a building with intent to commit a felony.

A3.2.2.5. Bribery (adjudicated as juvenile only).

A3.2.2.6. Burglary (adjudicated as juvenile only).

A3.2.2.7. Carrying a concealed firearm or unlawful carrying a firearm.

A3.2.2.8. Carrying a concealed weapon (other than firearm), possession of brass knuckles.

A3.2.2.9. Child pornography offenses.

A3.2.2.10. Conspiring to commit a felony.

A3.2.2.11. Criminal libel.

A3.2.2.12. DUI/DWUI/DWI (driving under the influence, while intoxicated, or impaired by drugs or alcohol).

A3.2.2.13. Embezzlement.

A3.2.2.14. Extortion (adjudicated as juvenile only).

A3.2.2.15. Forgery: Knowingly uttering or passing forged instrument (except for altered identification for purchase of alcoholic beverages).

A3.2.2.16. Grand larceny.

A3.2.2.17. Grand theft.

A3.2.2.18. Housebreaking.

- A3.2.2.19. Indecent assault.
- A3.2.2.20. Involuntary manslaughter.
- A3.2.2.21. Leaving the scene of an accident (hit-and-run) involving personal injury.
- A3.2.2.22. Lewd, licentious, or lascivious behavior.
- A3.2.2.23. Looting.
- A3.2.2.24. Mail or electronic emissions matters: Abstracting, destroying, obstructing, opening, secreting, stealing or taking.
- A3.2.2.25. Mail: Depositing obscene or indecent matter.
- A3.2.2.26. Maiming or disfiguring.
- A3.2.2.27. Marijuana: Simple possession or use.
- A3.2.2.28. Negligent homicide.
- A3.2.2.29. Pandering.
- A3.2.2.30. Perjury (adjudicated as juvenile only).
- A3.2.2.31. Public record: Altering, concealing, destroying, mutilating, obliterating, or removing.
- A3.2.2.32. Riot.
- A3.2.2.33. Robbery (adjudicated as juvenile only).
- A3.2.2.34. Sedition or soliciting to commit sedition.
- A3.2.2.35. Selling, leasing, or transferring weapon to a minor or unauthorized individual.
- A3.2.2.36. Sexual harassment.
- A3.2.2.37. Willfully discharging firearms so as to endanger life or shooting in public place.

A3.2.3. Category 3 Moral Offenses. This list of offenses is a guide. Consider violations of a similar nature as category 3 offenses (including boating, aviation, and similar recreational vehicular offenses). In doubtful cases, treat the offense as a category 3 offense when the maximum possible confinement under local law exceeds 4 months but no more than one year. Conviction or adverse adjudication of one or more of these offenses is disqualifying for entry into the Air Force. Waivers to these offenses may be approved by the lowest level of command in the procurement source:

- A3.2.3.1. Adultery.
- A3.2.3.2. Assault (simple).
- A3.2.3.3. Breaking and entering a vehicle.
- A3.2.3.4. Check: Insufficient funds (amount of check over \$50, worthless, or uttering with intent to defraud or deceive).
- A3.2.3.5. Conspiring to commit misdemeanor.

A3.2.3.6. Contempt of court (includes nonpayment of child support or alimony required by court order).

A3.2.3.7. Contributing to the delinquency of a minor (includes purchase of alcoholic beverages).

A3.2.3.8. Desecration of a grave.

A3.2.3.9. Discharging firearm through carelessness or within municipal limits.

A3.2.3.10. Drunk in public, drunk and disorderly, public intoxication.

A3.2.3.11. Failure to stop and render aid after an accident.

A3.2.3.12. Indecent exposure.

A3.2.3.13. Indecent, insulting, or obscene language communicated directly or by telephone or any electronic transmission method.

A3.2.3.14. Killing a domestic animal.

A3.2.3.15. Leaving the scene of an accident (hit-and-run) with no personal injury involved.

A3.2.3.16. Liquor or alcoholic beverages: Unlawful manufacture or sale.

A3.2.3.17. Malicious mischief.

A3.2.3.18. Resisting, fleeing, or eluding arrest.

A3.2.3.19. Removing property under lien or from public grounds.

A3.2.3.20. Slander.

A3.2.3.21. Shooting from highway or on public road.

A3.2.3.22. Shoplifting, larceny, petty larceny or theft (age 14 or older or stolen goods valued over \$50).

A3.2.3.23. Stolen property or knowingly receiving stolen property.

A3.2.3.24. Unlawful or illegal entry.

A3.2.3.25. Unlawful use of long distance telephone lines or any electronic transmission method.

A3.2.3.26. Use of telephone or any electronic transmission method to abuse, annoy, harass, threaten, or torment another.

A3.2.3.27. Wrongful appropriation of motor vehicle, joyriding or driving without owner's consent (if intent was to permanently deprive owner of vehicle, treat as grand larceny).

A3.2.4. Category 4 Moral Offenses. This list of offenses is a guide. Consider traffic violations that are treated as serious by law enforcement agencies as category 4 offenses (including boating, aviation, and similar recreational vehicular offenses). In doubtful category 4, nontraffic cases, treat similar offenses as category 4 offenses when the maximum possible confinement under the local law is 4 months or less. Two convictions or adverse adjudications in the last 3 years, or three or more convictions or adverse adjudications in a

lifetime is disqualifying for entry into the Air Force. Waivers to these offenses may be approved by the lowest level of command in the procurement source:

- A3.2.4.1. Abusive language under circumstances to provoke breach of peace.
- A3.2.4.2. Altered identification when intent is to purchase alcoholic beverages.
- A3.2.4.3. Careless or reckless driving.
- A3.2.4.4. Check (\$50 or less, insufficient funds or worthless).
- A3.2.4.5. Curfew violation.
- A3.2.4.6. Committing or creating nuisance.
- A3.2.4.7. Damaging road signs.
- A3.2.4.8. Disorderly conduct, creating disturbance or boisterous conduct, disturbing the peace.
- A3.2.4.9. Driving with suspended or revoked license or without license.
- A3.2.4.10. Failure to appear, comply with judgment, answer or disobey summons.
- A3.2.4.11. Failure to comply with officer's direction.
- A3.2.4.12. Fare evasion (includes failure to pay turnstile fees).
- A3.2.4.13. Fighting, participating in a brawl.
- A3.2.4.14. Illegal betting or gambling: Operating illegal handbook, raffle, lottery, punch board or watching a cockfight.
- A3.2.4.15. Juvenile noncriminal misconduct: Beyond parental control, incorrigible, runaway, truant or wayward.
- A3.2.4.16. Liquor or alcoholic beverages: Unlawful possession or consumption in a public place.
- A3.2.4.17. Littering or dumping refuse on or near highway or other prohibited place.
- A3.2.4.18. Loitering.
- A3.2.4.19. Possession of indecent publications or pictures (other than child pornography).
- A3.2.4.20. Purchase, possession, or consumption of alcoholic beverages by a minor.
- A3.2.4.21. Racing, drag racing, contest for speed.
- A3.2.4.22. Shoplifting, larceny, petty larceny, or theft (committed under age 14 and value of stolen goods is \$50 or less).
- A3.2.4.23. Trespass on property.
- A3.2.4.24. Unlawful assembly.
- A3.2.4.25. Vagrancy.
- A3.2.4.26. Vandalism, defacing or injuring property.
- A3.2.4.27. Violation of fireworks law.

A3.2.4.28. Violation of fish and game laws.

A3.2.5. Category 5 Moral Offenses. This list of offenses is a guide. Consider offenses of a similar nature (including boating, aviation, and similar recreational vehicular offenses) and traffic offenses treated as minor by local law enforcement agencies, as Category 5 offenses. However, careless or reckless driving are considered category 3 offenses. If the offense is for parking tickets, count and document only tickets written by law enforcement officers for parking in prohibited zones, regardless of location. Do not count or document any overtime parking tickets. Do not count any parking tickets issued by private security firms, campus police, etc. Conviction or adverse adjudication of six or more category 5 offenses in a 365-day period in the last three years is disqualifying for entry into the Air Force. Waivers to these offenses may be approved by the lowest level of command in the procurement process:

A3.2.5.1. Blocking or retarding traffic.

A3.2.5.2. Crossing yellow line, drifting left of center.

A3.2.5.3. Disobeying traffic lights, signs, or signals.

A3.2.5.4. Driving on shoulder.

A3.2.5.5. Driving uninsured vehicle.

A3.2.5.6. Driving with blocked or impaired vision.

A3.2.5.7. Driving with expired plates or without plates.

A3.2.5.8. Driving without license in possession.

A3.2.5.9. Driving without registration or with improper registration.

A3.2.5.10. Driving wrong way on one-way street.

A3.2.5.11. Failure to display inspection sticker.

A3.2.5.12. Failure to have vehicle under control.

A3.2.5.13. Failure to keep right or in proper lane.

A3.2.5.14. Failure to signal.

A3.2.5.15. Failure to stop or yield to a pedestrian.

A3.2.5.16. Failure to yield right-of-way.

A3.2.5.17. Faulty equipment (defective exhaust, horn, lights, etc., illegal window tint).

A3.2.5.18. Following too close.

A3.2.5.19. Improper backing.

A3.2.5.20. Improper blowing of horn.

A3.2.5.21. Improper passing.

A3.2.5.22. Improper turn.

A3.2.5.23. Improper parking (does not include overtime parking).

A3.2.5.24. Invalid or unofficial inspection sticker.

- A3.2.5.25. Leaving key in the ignition.
- A3.2.5.26. License plates improperly displayed or not displayed.
- A3.2.5.27. Operating overloaded vehicle.
- A3.2.5.28. Playing vehicle radio or stereo too loud (noise or sound pollution).
- A3.2.5.29. Speeding (contest for speed, racing or drag racing is category 4 offense).
- A3.2.5.30. Spinning wheels, improper start.
- A3.2.5.31. Seat belt violation.
- A3.2.5.32. Zigzagging or weaving in traffic.

Attachment 4

DATE OF RANK AND AUTHORIZED ENLISTMENT GRADE

A4.1. Nonprior Service Date of Rank and Enlistment Grade:

A4.1.1. A nonprior service (NPS) applicant is an individual, without previous military service, who has not completed basic training and who receives a commission in or enlists directly into an Armed Force of the United States. Also includes, for enlistment eligibility definition purposes:

A4.1.1.1. Individuals who are credited with less than 24 months TAFMS in the United States Armed Forces.

A4.1.1.2. Individuals separated as service academy cadets.

A4.1.1.3. Reservists whose total active service consists of active duty for training.

A4.1.1.4. Individuals who do not meet the prior service criteria.

A4.1.2. A nonprior service applicant going direct duty or to technical training (NDT) is an NPS individual who has completed a basic military training course.

A4.1.3. A reserved reservist (RES/RES) is a current member of a Reserve or Guard Component (NPS applicant) with a conditional release for enlistment into the RegAF who has no RegAF active duty, except for training.

A4.1.4. Only 369 RCG/RSL may change an enlistee's enlistment grade while at basic military training (BMT):

A4.1.4.1. The enlistee must present documents *after* RegAF enlistment and *before* completing BMT.

A4.1.4.2. After completing BMT, the enlistee must submit a request for correction of enlistment grade to HQ AFPC/DPPAES with a letter of justification and supporting documents.

A4.1.5. For an NPS applicant, date of rank is RegAF enlistment date. Enlistment grade is E-1 Airman Basic (AB) unless they:

A4.1.5.1. Have over 90 days active duty service and last separated in pay grade E-2 or higher, then grade is E-2 Airman (Amn). **NOTE:** The enlisting activity must verify TAFMS and pay grade.

A4.1.5.2. Are a Service Academy ex-cadet with over 90 days service, then grade is E-2 (Amn). **NOTE:** The enlisting activity must verify TAFMS, pay grade, and disenrollment from a service academy.

A4.1.5.3. Receive grade credit based upon official college transcripts showing satisfactory completion of work.

A4.1.5.3.1. The current edition of *Accredited Institutions of Postsecondary Education* published by the American Council on Education must list the college or university. Members cannot receive grade credit based upon transcripts from institutions listed in candidate status.

A4.1.5.3.2. If the educational directory reflects courses of varying lengths and the transcript does not specify type of credit hour, the member must ask the school to attach a memorandum to the transcript stating the type of credit earned. (Fifteen clock or contact hours equal 1 semester hour.)

A4.1.5.3.3. Applicant is a high school graduate or higher (Tier 1) and grade credit for work completed is as follows:

A4.1.5.3.3.1. E-2 (Amn): 20 semester (trimester) hours or 30 quarter hours of credit.

A4.1.5.3.3.2. E-3 Airman First Class (A1C): 45 semester (trimester) hours or 67 quarter hours of credit.

A4.1.5.4. Have completed 2 or more years of college or High School ROTC and provides a letter of recommendation from the professor of the unit attended, then grade is E-2 (Amn).

A4.1.5.5. Possess a Billy Mitchell, Amelia Earhart, or Carl Spaatz Award, or a letter from CAP-USAF/TTHE, Maxwell AFB AL, certifying successful completion for the award, and is a high school diploma graduate or higher, then grade is E-3 (A1C).

A4.1.5.6. Is a Boy Scout Eagle Scout or Girl Scout Cadet Senior Scout with Gold Palm Award recipient, and is a high school diploma graduate or higher, then grade is E-2 (Amn)

A4.1.5.7. Possess a High School Junior Reserve Officer Training Corps (JROTC) Certificate of Completion (3 years or more) or statement on official letterhead from a JROTC Unit Commander stating satisfactory completion, and is a high school diploma graduate or higher, then grade is E-3 (A1C).

A4.1.5.8. Enlist for 6 years and not required to attend basic training, then grade is E-3 (A1C).

A4.1.5.9. Have over 12 months active duty service and last separated in pay grade E-3 or higher, then grade is E-3 (A1C). **NOTE:** The enlisting activity must verify total active Federal military service and pay grade.

A4.1.5.10. Enlist for the purpose of attending OTS, then pay grade is E-5. **NOTE:** OTS eliminees approved for RegAF retention are reduced to E-3 (A1C) with a date of rank equal to date of enlistment unless authorized a higher grade based on previous service. Enlist all OTS applicants into the RegAF.

A4.2. Prior Service (PS) Date of Rank and Enlistment Grade:

A4.2.1. A PS applicant is an individual who is credited with 24 or more months TAFMS in the United States Armed Forces.

A4.2.2. Adjust DOS for satisfactory ARC service (full years of satisfactory service) since separation from the Regular component and use the adjusted date to determine DOS anniversary.

A4.2.3. Minimum TAFMS requirements for enlistment in a higher pay grade than last held in the Regular Air Force or when last Regular component was non-USAF:

A4.2.3.1. E-4, 2 years.

A4.2.3.2. E-5, 5 years and 6 months.

A4.2.3.3. E-6, 10 years.

A4.2.3.4. E-7, 15 years (prior service Regular Air Force only).

A4.2.4. Access applicants qualifying for pay grade E-4 as Senior Airmen.

A4.2.5. Determine DOR for a PS applicant per AFI 36-2604, *Service Dates and Dates of Rank*.

A4.2.6. Enlistment grade for applicants whose last Regular component is:

A4.2.6.1. Air Force, and enlists before 4th anniversary of DOS, grade in which last separated from the RegAF or grade in which currently serving in an ARC (maximum E-7). See [A4.2.3](#) for minimum TAFMS requirements for enlistment in a higher grade than last separated:

A4.2.6.1.1. If the applicant's adjusted DOS is over 4 years, the applicant is ineligible for enlistment unless a waiver is approved by HQ AFPC/DPPAES. Rank will be in accordance with [paragraph A4.2.6.1](#) with no DOR adjustment.

A4.2.6.2. Non-USAF, and enlists before 4th anniversary of DOS, grade in which last separated from Regular component or grade in which currently serving in an ARC (maximum E-6; minimum E-5 provided E-5 was held at the time of separation from Regular component or in an ARC). See [A4.2.3](#) for minimum TAFMS requirements.

A4.2.6.2.1. If the applicant's adjusted DOS is over 4 years, the applicant is ineligible for enlistment unless a waiver is approved by HQ AFPC/DPPAES. Rank will be in accordance with [paragraph A4.2.6.1](#) with no DOR adjustment.

A4.2.7. If the applicant's TAFMS is all from an ARC, the applicant may enlist in the grade in which currently serving in an ARC (maximum grade allowed is E-6) provided they meet minimum TAFMS requirement in [paragraph A4.2.3](#).

A4.2.8. Applicants who are or previously were warrant officers enlisting for the purpose of attending OTS enlist in the pay grade of E-5, unless they have 10 or more years of TAFMS, in which case they enlist in the pay grade of E-6. Applicants who were former warrant officers with less than 5 years and 6 months TAFMS will be reduced to E-4 if they are eliminated from OTS, and request and receive approval to remain on active duty in enlisted status.

A4.2.9. HQ USAF/DPXFA waives the above criteria only in exceptional cases.

Attachment 5**RETIRED RESERVE STATEMENT OF UNDERSTANDING**

MEMORANDUM FOR HQ AFPC/DPPAES
550 C Street West Ste 10
Randolph AFB TX 78150-4712

FROM: Applicant's address

(Date)

SUBJECT: Retired Reserve Statement of Understanding

I accept the invitation for extended active duty (EAD) under the Retired Airman Recall Program and understand:

- a. I will make no commitments in my personal affairs until receipt of EAD orders.
- b. Entry in a higher grade than my retirement grade is not authorized.
- c. I must meet eligibility criteria for promotion while on EAD.
- d. I may not enlist or reenlist in the Regular Air Force.
- e. I will revert back to my retired Reserve status at the end of my recall tour.
- f. An extension is not authorized unless:

(1) I am involuntarily extended due to mobilization, under investigation, or other reasons based on law, regulation, or the needs of the Air Force.

(2) I (or my family members) develop a temporary medical problem diagnosed by Air Force medical authorities prior to my release from EAD. I also understand I must request the extension in writing through the medical facility, my unit commander, and Military Personnel Flight (MPF) Special Actions Section. I also understand the extension will not exceed time required to resolve medical problems.

(3) I am selected for promotion and incur an active duty service commitment based on such promotion.

Contact me at (area code home phone number) or (area code work number).

(Signature)

Print Name, Grade:

SSN:

Attachment 6**APPLICATION MEMORANDUM FOR EAD**

MEMORANDUM FOR unit commander or supervisor

FROM: Applicant's military address

(Date)

SUBJECT: Application for Extended Active Duty (EAD) and Statement of Understanding
According to AFI 36-2002, I am applying for (specify program). I agree to serve on EAD for (announced) years and understand:

- a. This application is contingent on my acceptance for EAD.
- b. I will make no commitments in my personal affairs until receipt of EAD orders.
- c. Approval of my application is not a commitment or promise of EAD.
- d. I must obtain sufficient retainability to cover the completion of my EAD tour prior to publication of my EAD orders.
- e. I may not withdraw my application after EAD orders are published.
- f. I am subject to Regular Air Force eligibility, rules, regulations, laws, and directives while serving on EAD.
- g. Entry on EAD is in my current pay grade. **NOTE:** For MTI applicants only, add the following: If I am a MSgt or MSgt selectee, I accept voluntary demotion to TSgt.
- h. I may be involuntarily relieved from EAD and returned to my previous Air Reserve Component Status should I become disqualified for this duty for any reason.
- i. Voluntary or involuntary release from EAD disqualifies me for additional EAD programs outlined in AFI 36-2002.
- j. Extensions of EAD tours are not normally authorized unless:
 - (1) I am involuntarily extended due to mobilization, under investigation, or other reasons based on law, regulation, or the needs of the Air Force.
 - (2) I (or my family members) develop a temporary medical problem diagnosed by Air Force medical authorities prior to my release from EAD. I also understand I must request the extension in writing through the medical facility, my unit commander, and Military Personnel Flight (MPF) Special Actions Section. **NOTE:** The MPF Special Actions Section sends message to HQ AFPC/DPPAES requesting extension. I also understand the extension will not exceed time required to resolve medical problems.
 - (3) I am within 2 years of becoming eligible for retirement and the Secretary of the Air Force does not approve my release from active duty.
- k. Consecutive tours are not normally considered.
- l. I will be medically evaluated and recertified periodically during my EAD tour.

I certify I meet qualification requirements or a waiver request is attached.

(Signature)

Print Name, Grade:

SSN:

Work & Home Phone No.:

1st Ind (OFC SYM) Ltr, (Date), Application for Extended Active (Date)
Duty (EAD),
(Grade, Name, SSN)

TO: 737 TRG/CCS

Recommend approval. I know of no reason that would keep (Grade, Last Name) from serving effectively on EAD. I understand if member is selected for EAD as an MTI we will use our unit resources for member's personal interview and MTI technical training.

(Unit CC Signature)

Attachment 7**MTI APPLICATION ITEMS**

- A7.1.** AF Form 125, **Application for Extended Active Duty With the United States Air Force**.
- A7.2.** Current copy of record review listing.
- A7.3.** Copy of DD Form 93, **Record of Emergency Data**.
- A7.4.** Copy of last DD Form 214, **Certificate of Release or Discharge From Active Duty**.
- A7.5.** Copy of last AF Form 526, **ANG/USAFR Point Credit Summary** (issued on anniversary of date entered ARC).
- A7.6.** Copy of SF 88, **Report of Medical Examination**, and SF 93, **Report of Medical History** (physical must be less than 1 year from application date).
- A7.7.** Proof of negative HIV test and DAT results (both within 30 days of application date).
- A7.8.** Active duty Enlisted Performance Reports (EPR) or Airman Performance Reports (APR). **NOTE:** EPR and APR are not written on ARC member SSgts and below.
- A7.9.** Copy of last DD Form 4, **Enlistment/Reenlistment Document - Armed Forces of the United States**, and all approved extensions.
- A7.10.** Copy of current promotion order.
- A7.11.** Copy of MTI School Graduation Certificate (if applicable).
- A7.12.** Full length 5x7-inch photograph without hat, in short sleeve shirt/blouse taken at a 45-degree angle. Submit a Polaroid when base photo lab support is not available.
- A7.13.** AF Form 422, **Physical Profile Serial Report**, certifying qualification per AFI 36-2110.
- A7.14.** Copy of SF 180, **Request Pertaining to Military Records**.

Attachment 8

**TEMPORARY DISABILITY RETIRED LIST (TDRL) OR
RESERVE (NON-REGULAR) AIR FORCE OFFICER
WITH STATUTORY ENLISTMENT ENTITLEMENT ORDER**

DEPARTMENT OF THE AIR FORCE

WASHINGTON 20330

SPECIAL ORDER AJ - ###

(Date)

PERSONNEL DATA: GRADE (E-#) (NAME: LAST, FIRST, MI.); (SSN); CAFSC: (AFSC);
ADN: (026 for TDRL)(006 for former officer); DOE: (DATE); TOE: (# YEARS); DOR:
(DATE); HOR: (STREET, CITY, STATE, ZIP).

ASSIGNMENT: Assignment to (GAINING UNIT, BASE, ZIP) for directed duty in CAFSC
(AFSC).

REPORTING DATA: 15 DDALVP. Report to Commander No Later Than (NLT) (Insert date).
Early reporting is authorized and encouraged.

GENERAL INSTRUCTIONS: Authority: AFI 36-2002 and AFI 36-2108.

ORDERLY ROOM: Schedule member for an HIV Test no later than 5 workdays after arrival.

MPF: Direct member to the Base Security Police Office to update security data.

SPECIAL INSTRUCTIONS: Pursuant to AFI 32-6001, *Family Housing Management*, report to
the base housing referral office serving your new duty station before entering into rental, lease, or
purchase agreement for off-base housing. Submit travel voucher within 5 workdays of competing
travel. GAINING MPF: If an amendment is necessary or if member fails to report, contact HQ
AFPC/DPPAES (DSN 487-5954 or commercial 210-652-5954) prior to processing according to
AFI 36-2911, *Desertion and Unauthorized Absence*.

TRANSPORTATION: PCS. TDN. 57*3500 32*5841.0* S503725 (*insert M, D, H, I, L, T, or
Y). Shipment of HHG is authorized, or member elects transportation of a mobile home in lieu of
shipment of household goods. Member not authorized reimbursement for transportation expenses
from Home of Record (HOR) to initial duty station. Transportation of family members and
shipment of household effects is authorized from the member's HOR. Travel of the following
family members is authorized: (FAMILY MEMBERS' NAMES, DOB OF CHILDREN AND
CURRENT ADDRESS).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

BLANCHE RIGNEY, GS-11

Proc Prgms and Procedures Manager

Dir of Personnel Program Management

Distribution

5 - Individual

1 - HQ AFPC/DPPRS

1 - Gaining Unit

1 - Gaining MPF

Attachment 9**OFFICER REENLISTMENT AUTHORIZATION REQUEST**

MEMORANDUM FOR HQ AFPC/DPPAES

550 C Street West Ste 10

Randolph AFB TX 78150-4712

FROM: Name and Grade
Mailing Address

(Date)

SUBJECT: Request for Reenlistment Authorization

Request grade determination and authorization to reenlist in the Regular Air Force as an enlisted member per AFI 36-2002. My scheduled separation date is (date). Reason for separation: _____. Character of Service: _____.

I certify that I meet the conditions outlined in AFI 36-2002 and understand I must reenlist within 6 months from date of release from active duty officer status.

I understand if I subsequently qualify for retirement, any type separation or readjustment pay I received upon separation from active duty officer status will be deducted from my retired pay.

(Signature)

SSN:

Work & Home Phone No:

Attachment 10

CORRECTION OF ENLISTMENT DOCUMENTS

A10.1. Procedures. Use these procedures as a guide and take the necessary action to ensure the following enlistment documents are correct: DD Form 4, AF Forms 1034, 3005, 3006, 3007 and 3008. Refer questions to HQ AFPC/DPPAES, DSN 487-5954 or Commercial (210)-652-5954.

A10.1.1. Military Entrance Processing Stations (MEPS) discovering errors in a form prior to an enlistee's departure will reaccomplish the form.

A10.1.2. Errors discovered after enlistee's departure from MEPS: Contact 369 Air Force Recruiting Group (RCG) Recruiting Service Liaison (RSL), DSN 673-3841 or CM 210-671-3842, with member's name, SSN, date of enlistment, and summary of discrepancies. Agencies listed in [paragraphs A10.2-A10.6](#) below may make corrections to enlistment documents as indicated.

A10.1.3. Line out erroneous entry, insert correct data, and have member and Air Force representative initial the correction. Include a short statement in a clear area of the form identifying the item corrected, date corrected, and activity making the correction. Annotate the top of the form with *Corrected Copy*.

A10.1.4. The activity making the correction will make required systems updates.

A10.2. 319 TRS. 319 TRS Processing Flight (TPPP) identifies and corrects errors, including:

A10.2.1. Misspelled names.

A10.2.2. Incorrect Social Security numbers.

A10.2.3. Other obvious typographical errors.

A10.2.4. Refer these errors to 369 RCG/RSL for correction:

A10.2.4.1. Enlistment grade.

A10.2.4.2. Term of enlistment.

A10.2.4.3. Missing signature.

A10.2.4.4. Problems with enlistment incentive options.

A10.2.5. 369 RCG/RSL coordinates changes to documents with 319 TRS/TPPP to ensure 319 TRS/TPPP has updated PDS and made administrative corrections.

A10.2.6. Forward a copy of all changes to HQ AFPC/DPPAES for inclusion in the member's master personnel file.

A10.3. Corrective Actions. 369 RCG/RSL determines appropriate corrective action on enlistment agreement errors and effects contract changes on enlistees not offered the proper enlistment incentive, having erroneous enlistments, or not properly processed for reenlistment:

A10.3.1. After reviewing the circumstances, they notify 319 TRS/TPPP of the corrective action taken. **NOTE:** Refer corrective action changing an enlistee's guaranteed Air Force Specialty or Aptitude Index to 319 TRS/TPCAR.

A10.3.2. Counsel enlistees with an erroneous enlistment (guaranteed an option they do not qualify for) on their ineligibility and accomplish a new agreement:

A10.3.2.1. A member who does not want a new agreement must ask for separation for Nonfulfillment of Enlistment Agreement.

A10.3.2.2. If they agree to the change but believe an injustice occurred, provide them a copy of DD Form 149, **Application for Correction of Military Record Under the Provisions of Title 10, USC, Section 1552**, and copies of the incorrect and new agreement. Forward a copy of both agreements to HQ AFPC/DPPAES for inclusion in the member's master personnel file.

A10.4. Classification. Only 319 TRS/TPCA may classify or reclassify enlistees during basic military training.

A10.4.1. Refer errors discovered during classification to either 319 TRS/TPPP or 369 RCG/RSL, as appropriate.

A10.4.2. Record changes to enlistment agreements on AF Form 3009, **Change to Enlistment Agreement - United States Air Force**, and send HQ AFPC/DPPAES a copy for the member's master personnel file.

A10.5. 2AF/DOPR. 2AF/DOPR (do not delegate further) may reclassify members when mission requirement changes, during technical school training, keep the Air Force from meeting enlistment guarantees.

A10.5.1. Member must request reclassification.

A10.5.2. Record changes on AF Form 3009 and send HQ AFPC/DPPAES a copy for the member's master personnel file.

A10.5.3. Separate for Nonfulfillment of Enlistment Agreement a member who refuses the new classification.

A10.6. MPF. MPF corrects administrative errors not found during initial entry processing. **EXCEPTIONS:** Send changes to enlistment grade to HQ AFPC/DPPAES for approval. A request for enlistment grade change must include letter of justification and supporting documents. A request to authorize changes in enlistment incentives such as TOE, bonuses, special training or retraining must be submitted on a DD Form 149.

Attachment 11
(DELETED)